



PROMOTIONAL SUPERVISING HAZARDOUS SUBSTANCES ENGINEER I DEPARTMENT OF TOXIC SUBSTANCES CONTROL



CALIFORNIA STATE GOVERNMENT-AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER-OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

FINAL FILING DATE: SEPTEMBER 17, 2004

WHO SHOULD APPLY: Persons who meet the [minimum qualifications] as stated below. **COMPETITION IS LIMITED TO STATE EMPLOYEES.** Applicants must have a permanent civil service appointment with the Department of Toxic Substances Control, Air Resources Board, California Integrated Waste Management Board, Department of Pesticide Regulation, Office of Environmental Health Hazard Assessment, and State Water Resources Control Board, as of the final filing date.

STATEWIDE - This examination will be used by the multi-departments stated above.

IT IS ANTICIPATED THAT A WRITTEN TEST WILL BE ADMINISTERED DURING OCTOBER. Ordinarily this is scheduled in Sacramento, Berkeley, Cypress, and Glendale. However, locations of examinations may be changed as conditions warrant. The examination will consist of a Written, Pass/Fail. Those candidates who are successful in the written portion will be scheduled for a structured qualifications appraisal interview examination, weighted 100%. Anticipated date of oral examination is November/December.

HOW AND WHERE TO APPLY: Applications are available at the address below or on the State Personnel Board web site at <https://forms.spb.ca.gov>. To learn more about the testing arrangements, contact the testing office shown below. Applications personally delivered or received via interoffice mail must be received and stamped by DTSC's Examination Unit no later than CLOSE OF BUSINESS 5:00 p.m. on the final filing date. Applications may be filed in person or by mail with:

Department of Toxic Substances Control
1001 I Street
P.O. Box 806
Sacramento, CA 95812-0806
(916) 323-2679 CALNET 8-473-2679

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

QUALIFICATIONS APPRAISAL: It is anticipated that oral interviews will be held during November/December 2004. Ordinarily, these are scheduled in Sacramento, Berkeley, Cypress, and Glendale. However, locations of interviews may be changed as conditions warrant.

SALARY RANGE: A \$4850 - 5854 B \$5341 - 6490

Range A. This range shall apply to incumbents who do not meet the criteria for payment in Range B.

Range B. This range shall apply to incumbents who possess a valid certificate of registration as a professional engineer issued by the California State Board of Registration for Professional Engineers.

When requirements for movement to Range B are met, the employee shall receive the rate in Range B under provisions of Department of Personnel Administration Rule 599.676.

SPECIAL TESTING INFORMATION: If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

CROSS FILING INFORMATION: If you meet the entrance requirements for this class and for the Supervising Hazardous Substances Engineer II examination scheduled on the same day, you may file for both examinations on a single application.

THE POSITION: The Supervising Hazardous Substances Engineer I is the first supervisory level in the series. Incumbents direct and have charge of professional and technical staff in a DTSC program unit. Typically, positions at this level directly supervise four to nine primarily professional staff including lower level Hazardous Substances Engineers, or employees in other related engineering or scientific disciplines. This level places major emphasis on the performance of supervisory and management activities such as staff recruitment, development, and performance evaluation; program budgeting and strategic planning.

Position(s) exist with the Department of Toxic Substances Control.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated below.

NOTE: Applicants must meet the education and/or experience for this examination by the final filing date. All applications/resumes must include [to] and [from] dates (month/day/year), time base, and civil service class titles. Applications received without this information will be rejected. Applications/resumes must contain the following information on all related college courses completed: title, semester or quarter credits, name of institution, and completion dates.

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to an examination meeting 100 percent of the overall experience requirement.

MINIMUM QUALIFICATIONS:

EDUCATION: Equivalent to graduation from college with a Bachelor of Science degree with major work in Civil, Chemical, Environmental, Mechanical or Waste Management Engineering from a college accredited by the Engineers' Council for Professional Development for training in engineering or equivalent degree approved by the California superintendent of Public Instruction under the provisions of California Education code Section 94310. (Additional qualifying experience may be substituted for the required education on a year-for-year basis up to a maximum of two years. When substituting experience for education, qualifying education must include a minimum of 60 semester units in the engineering subjects noted above from an accredited college or equivalent units from an institution approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310.) (Possession of an Master's Degree in Civil, Chemical, Environmental, Mechanical or Waste Management Engineering or a directly related engineering field from a recognized college or university may be substituted for one year of the general experience requirement; an engineering Doctoral Degree in Civil, Chemical, Environmental, Mechanical or Waste Management or a directly related engineering field from a recognized college or university may be substituted for two years of the general experience requirement.) (Possession of a valid certificate as an engineer-in-training as issued by the California State Board of Registration for Professional Engineers, may be substituted for the required education.) **AND**

EITHER I

Four years of experience in California state service performing hazardous substances management duties at level of responsibility not less than that of Hazardous Substances Engineer, Range B.

OR II

Two years of experience in California state service performing the duties of a Hazardous Substances Engineer, Range C.

OR III

Experience: Six years of increasingly responsible experience in hazardous substances management or process control engineering, which shall have been comparable in type and level to that of Hazardous Substances Engineer, Range B, in the California state service.

EXAMINATION INFORMATION: The oral examination will consist of a structured qualifications appraisal interview. Candidates will be allowed time prior to the interview to prepare a response(s) to pre-determined questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED. QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%**

SCOPE: In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

A. KNOWLEDGE OF:

1. The major DTSC program areas.
2. State and Federal regulations such as CEQA, RCRA, CERCLA, CAA, CWA and the TSCA.
3. Project management methods and techniques.
4. Hazardous substances disposal systems, detoxification, and purification processes.
5. Resource recovery processes and hazardous substances management programs.
6. Principles of effective supervision, staff development, performance evaluation, program management and personnel administration.
7. Methods and techniques of effective leadership.
8. Strategic planning development, implementation and evaluation techniques.
9. California's legislative, budget and general administrative processes.
10. A supervisor's responsibility for promotion, and for maintaining a work environment that is free of discrimination and harassment.

B. ABILITY TO:

1. Interpret and apply State and Federal regulations.
2. Prepare project plans.
3. Review, check, and interpret major hazardous substances management engineering plans, engineering elements of hazardous waste permit applications, facility closure and site cleanup plans, and estimates and specifications.
4. Plan, organize, direct and evaluate the work of others.
5. Ensure that staff has the tools needed to perform their jobs.
6. Provide leadership in accomplishing basic functions and strategic objectives.
7. Interpret, apply and develop policy proposals and procedures.
8. Participate in assigned programs effectively with groups and agencies to gain cooperation in hazardous waste and environmental management.

9. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

VETERANS PREFERENCE CREDIT: is not granted in promotional examinations.

ELIGIBLE LIST INFORMATION: A single, Department of Toxic Substances Control multi-departmental promotional eligible list will be established for use by the participating departments. The list will be abolished 12 months after establishment unless the needs of the service and condition of the list warrant a change in this period.

GENERAL INFORMATION:

It is the candidate's responsibility to contact the Department of Toxic Substances Control at (916) 323-2679/CALNET 8-473-2679, three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the NA three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices and local office of the Employment Development Department.

If you meet the requirements stated on the reverse, you may take this examination which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, Berkeley, Cypress, and Glendale. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) SERVICE WIDE promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. California Relay Telephone Service for the Deaf or Hearing Impaired: (Rev. 3/89) From TDD phones: 1-800-342-5966 From Voice Telephones: 1-800-342-5833